



DEPARTMENT OF THE ARMY

U.S. ARMY MEDICAL COMMAND
HEALTH CARE ACQUISITION ACTIVITY
2107 17TH STREET, SUITE 69
FORT SAM HOUSTON, TEXAS 78234-5069

REPLY TO
ATTENTION OF

MCAA-PARC (715)

24 August 1998

MEMORANDUM FOR

✓ Commander, U.S. Army Medical Command Health Care Acquisition
Activity

Director of Contracting, Walter Reed Army Medical Center

Director of Contracting, U.S. Army Garrison, Fitzsimons

SUBJECT: HCAA Excellence in Contracting Award Policy, Policy
Letter 98-05

1. References:

a. Memorandum, HQDA, SARD-PM, 24 Nov 97, subject: Request
Nominations for the Fiscal Year 1997 Secretary of the Army Awards
for Excellence in Contracting (Encl 1).

b. Memorandum, HCAA, MCAA-PARC, 22 Jun 98, subject: Army
Acquisition Awards (Encl 2).

2. Reference 1a announced the establishment of the Secretary of
the Army Awards for Excellence in Contracting Program. The
Office of the Principal Assistant Responsible for Contracting
(OPARC) will establish and oversee an Awards Program for
Excellence in Contracting consistent with this reference.
Nominations in the SARDA established categories will be due
15 Dec 98.

3. The OPARC will supplement the Army Program with internal
quarterly awards to additional categories. The quarterly awards
begin 1st Qtr, FY 99. Administrative details for operating the
awards program are at Encl 3. These programs afford our
organizations an opportunity to recognize our outstanding
contracting workforce both externally and internally.

4. Reference 1b contains a matrix summarizing additional awards
available to the entire acquisition workforce. Please consider
these categories when preparing your contracting awards
nominations.

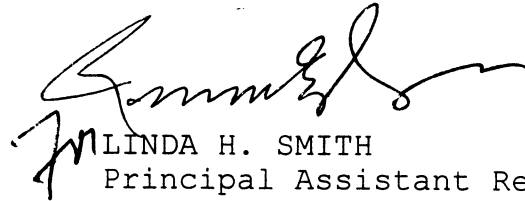
5. Let's take advantage of this program to recognize our
personnel for a job well done. We look forward to seeing
nominations from each of your organizations.

MCAA-PARC

SUBJECT: HCAA Excellence in Contracting Award Policy, Policy
Letter 98-05

6. Our point of contact is Ms. Sylvia Kuzniar, DSN 471-5963 or
Commercial (210) 221-5963.

3 Encls

A handwritten signature in black ink, appearing to read "Linda H. Smith", is written over the typed name.

LINDA H. SMITH
Principal Assistant Responsible
for Contracting



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

24 NOV 1997

SARD-PM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Request Nominations for the Fiscal Year 1997 Secretary of the Army
Awards for Excellence in Contracting

On November 7, 1997, the Secretary of the Army established the Secretary of the Army Awards for Excellence in Contracting. This is a program which recognizes three general categories of individual and organization/team awards for excellence and professionalism in contracting.

The criteria and procedures for submitting nominations for the various awards are enclosed. Nominations should be submitted with the Incentive Award Nomination and Approval (DA Form 1256). Nomination packages should be endorsed by the major command (MACOM) Principal Assistant Responsible for Contracting, Program Executive Officer, or other appropriate official. There is no limit on the number of nominations that may be submitted. However, when more than one nomination is submitted by a MACOM, the nominations will be ranked in order of the significance of accomplishments.

Nominations will be forwarded through channels to the Office of the Assistant Secretary of the Army (Research, Development and Acquisition), ATTN: SARD-PM, 103 Army Pentagon, Washington, DC 20310-0103. All nomination packages must be received by close of business on January 30, 1998.

The point of contact for this action is Dr. James Edgar, DSN 761-1043 or (703) 681-1043, E-Mail: edgarj@sarda.army.mil.

Kenneth J. Oscar
Acting Assistant Secretary of the Army
(Research, Development and Acquisition)

Enclosure



DISTRIBUTION:

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING

HQ, U.S. Army Materiel Command, ATTN: AMCRDA-AC (PARC),
5001 Eisenhower Avenue, Alexandria, VA 22333-0001
U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC, Redstone
Arsenal, AL 35898-5280
U.S. Army Chemical and Biological Defense Command, ATTN: AMSCB-PO,
Building E4455, Aberdeen Proving Ground, MD 21010-5423
U.S. Army Communications-Electronics Command, ATTN: AMSEL-AC,
Fort Monmouth, NJ 07703-5000
U.S. Army Industrial Operations Command, ATTN: AMSIO-AC, Rock Island,
IL 61299-6000
U.S. Army Soldier Systems Command, ATTN: AMSSC-AD, Kansas Street,
Natick, MA 01760-5011
U.S. Army Tank-automotive and Armaments Command, ATTN: AMSTA-AQ,
Warren, MI 48397-5000
U.S. Army Test and Evaluation Command, ATTN: AMSTE-PR, Aberdeen
Proving Ground, MD 21005-5055
U.S. Army Research Laboratory, ATTN: AMSRL-CS-PR, 2800 Powder Mill
Road, Adelphi, MD 20783-1197
Defense Supply Service - Washington, 5200 Army Pentagon, Washington,
DC 20310-5200
Headquarters Forces Command, ATTN: AFLG-PR, 1777 Hardee Avenue
S.W., Fort McPherson, GA 30330-1062
Third United States Army/U.S. Army Forces Central Command, 1301
Anderson Way S.W., Fort McPherson, GA 30330-1096
U.S. Army Medical Command, ATTN: MCAA, 2706 Dunstan Road, Building
2002, Suite 38, Fort Sam Houston, TX 78234-6038
U.S. Army Intelligence & Security Command, ATTN: IAPC, Fort Belvoir,
VA 22060-5246
U.S. Army Medical Research and Materiel Command, ATTN: MCMR-AAZ-A,
820 Chandler Street, Fort Detrick, MD 21702-5014
U.S. Army Military District of Washington, Fort Lesley J. McNair, ATTN:
ANPC, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058
Military Traffic Management Command, ATTN: MTAQ, 5611 Columbia Pike,
Falls Church, VA 22041-5050
U.S. Army Space and Missile Defense Command, ATTN: CSSD-CM,
P.O. Box 1500, Huntsville, AL 35807-3801
U.S. Army Training and Doctrine Command, ATTN: ATBO-A, Fort Monroe,
VA 23651-5000
U.S. Army Contracting Command, Europe, ATTN: AEAPR-PA (PARC),
Unit 29331, APO AE 09266

DISTRIBUTION: (CONT)

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING

Headquarters, Eighth United States Army, ATTN: FKAQ/EAAQ, Unit 15237,
APO AP 96205-0010

U.S. Army, Pacific, ATTN: APAM, Fort Shafter, HI 96858-5100

U.S. Army South, ATTN: SOCS-CO, Unit 7101, APO AA 34004-5000

U.S. Army Corps of Engineers, ATTN: CEPR-ZA, 20 Massachusetts Avenue,
N.W., Washington, DC 20314-1000

National Guard Bureau, ATTN: NGB-AQ, Skyline Building Six, Suite 401A,
5109 Leesburg Pike, Falls Church, VA 22041-3201

THE SECRETARY OF THE ARMY CONTRACTING AWARDS PROGRAM

1. The Secretary of the Army announces establishment of an annual award program for outstanding performance in Contracting. All Major Commands (MACOMs), Major Subordinate Commands (MSCs), Program Executive Officers (PEOs) Field Operating Agencies (FOAs) and Headquarters, Department of the Army, shall ensure all organizations have the opportunity to nominate eligible individuals and units and forward nominations for competition at Army level. Awards will be presented annually for outstanding achievements during the previous fiscal year, normally in conjunction with the annual Army Principal Assistant Responsible for Contracting (PARC) conference.
2. The Deputy Assistant Secretary of the Army (Procurement) is responsible for the administration of this program and convenes a selection board and makes final recommendations to the Assistant Secretary of the Army (Research, Development and Acquisition). The Director, Contracting Career Program has primary responsibility for providing administrative support and management of the program. An evaluation panel, consisting of at least three members of the Executive Board of the Deputy Assistant Secretary of the Army (Procurement), will make recommendations as to the final selections. The Assistant Secretary of the Army (RDA) may withhold an award due to lack of competition or when nominees' achievements are not commensurate with the minimum standards for Army recognition. The award winners' organization(s) will provide funding for transportation and accommodations when the awards are presented. Each award and its criteria is described below.
3. Unit Awards. There are three categories of unit awards: installation contracting, systems contracting and specialized contracting. Criteria for all three include: (1) outstanding mission accomplishment through demonstrated customer support; (2) contracting efficiency by reducing contracting costs; (3) human resource management including certification of workforce, training of personnel (DAU training, management/executive training), and recognition programs; and, (4) contracting innovation and process improvement including implementation of Acquisition Reform and streamlining/reducing cycle times and non-value added processes.

a. Installation-Level Contracting Units. Two categories of awards will be presented. The first is for the outstanding installation-level Contracting Center and the second is for the outstanding installation-level Contracting Satellite.

b. Systems Contracting Unit. This category applies to contracting organizations that support systems acquisition. This may include organizations that support program and project managers in the Program Executive Offices or in the Major Subordinate Commands of Army Materiel Command, SSDC, and MEDCOM.

c. Specialized Contracting Unit. This category applies to a buying office with a primary mission to provide unique support in other than installation-level or systems contracting. It can include contracting in support of Science and Technology (S&T) programs, a command-wide or Army-wide support function such as health or transportation services, or has a mission to buy non-standard supplies and services.

4. Outstanding Contracting Officer(s). A total of ten awards may be presented. In this category there would be an outstanding contracting officer award presented at each of the three unit levels and four categories (installation-level would include both centers and satellites). An award would be presented to the outstanding civilian and military contracting officer in each category. In each category, the individual's specific duty achievement during the fiscal year would be considered. Criteria for the awards would be timeliness and quality of customer support, procurement integrity, innovation and entrepreneurship, and self-development. There would also be two awards for the outstanding contingency contracting officer (military and civilian respectively) from major command nominees. This award will apply to contracting officers assigned to deployable contracting positions or who have deployed in support of an operation as defined in Title 10 U.S.C. during the qualifying period (fiscal year). Criteria for these awards will be timeliness and quality of customer support, innovation and initiative, integration of contracting into the logistics requirement process, and self-development. NOTE: Individuals are ineligible if they have not been certified at the level of their current position.

5. Secretary of the Army Professionalism in Contracting Award. Two awards would be presented: one to civilian personnel and the other to military personnel. Criteria for the award would include specific duty achievements during the most recent fiscal year which supported mission accomplishment; innovative solutions to contracting challenges; professional qualities over the

individual's career; contributions to the professionalism of others in the career field over the course of the individual's career; and, actions taken to improve the state of the contracting profession.

6. Nomination Procedures. The Deputy Assistant Secretary of the Army (Procurement) shall annually request nominations. Nominations shall be submitted through the chain of command with appropriate PARC endorsements to arrive at SARD-PM by the date requested. Nominations shall follow the format of Enclosure 1.

7. Announcement of Awards. The Deputy Assistant Secretary of the Army (Procurement) shall announce the award winners and invite them to the annual PARC Conference. Awards shall be presented in an appropriate forum at the PARC Conference. Winners will be announced on DASA(P) Homepage and in the RDA Magazine.

NOMINATION PROCEDURES

1. Nominations will be forwarded through channels to the Office of the Assistant Secretary of the Army (Research, Development and Acquisition), ATTN: SARD-PM, 103 Army Pentagon, Washington DC 20310-0103. Nominations should be submitted with the Incentive Award Nomination and Approval (DA Form 1256). Nomination packages should be endorsed by the MACOM PARC, PEO, or other appropriate official. There is no limit on the number of nominations that may be submitted. However, when more than one nomination is submitted by a MACOM, the nominations will be ranked in order of the significance of accomplishments.
2. Supporting documentation shall include the type of award: unit award or individual award and category (installation level contracting, etc.). Unit awards should identify the Director of Contracting (or organizational chief) by name and grade. A narrative of accomplishments is also required in which the nominee demonstrates contracting excellence in exceeding the criteria. This narrative should be limited to a maximum of three pages. Individual nominations should also include copies of their certification in contracting and a short biography. This may take form of the Officer Record Brief and Civilian Qualification Record (DA Form 2302-R) A sample nomination document is attached.
3. Each nomination should also include a proposed citation to accompany the award.

**Nomination Format
Secretary of the Army Award
for Excellence in Contracting**

- 1. AWARD TYPE:** Unit
- 2. AWARD CATEGORY:** (Identify category, i.e., installation, systems or specialized. NOTE: For installation-level contracting, identify whether the award is for a Contracting Center or Contracting Satellite.)
- 3. PERIOD:** (Time covered by nomination; normally the Fiscal Year.)
- 4. CRITERIA:**
 - OUTSTANDING MISSION ACCOMPLISHMENT THROUGH
DEMONSTRATED CUSTOMER SUPPORT:** (Narrative)
 - CONTRACTING EFFICIENCY/REDUCING CONTRACTING COSTS:**
(Narrative)
 - HUMAN RESOURCE MANAGEMENT:** (Narrative)
 - CONTRACTING INNOVATION/PROCESS IMPROVEMENT:** (Narrative and
applicable Acquisition Reform metrics.)
- 5. NAME OF DIRECTOR OF CONTRACTING (ORGANIZATIONAL CHIEF):**
- 6. NOMINATING OFFICIAL:**
- 7. PROPOSED CITATION:**

**Nomination Form
Secretary of the Army Award
for Excellence in Contracting**

1. AWARD TYPE: Individual

2. AWARD CATEGORY:

a. Outstanding Contracting Officer for (Unit Level/Category, e.g. Installation-Level Contracting Center) and (Civilian or Military).

b. Professionalism in Contracting (Civilian or Military).

3. NAME AND GRADE:

4. TITLE:

5. ORGANIZATION:

6. ASSIGNMENT DATE:

7. PERIOD: (Time covered by nomination.)

8. ASSIGNED RESPONSIBILITY:

9. CRITERIA:

a. Contracting Officer. (NOTE: Criteria for Contingency Contracting Officer award differs slightly.)

TIMELINESS AND QUALITY OF CUSTOMER SUPPORT:
(Narrative)

PROCUREMENT INTEGRITY: (Narrative)

INNOVATION AND ENTREPRENEURSHIP: (Narrative)

SELF-DEVELOPMENT: (Narrative)

b. Professionalism in Contracting Award.

SPECIFIC ACHIEVEMENTS SUPPORTING THE MISSION:
(Narrative)

INNOVATIVE SOLUTIONS: (Narrative)

INDIVIDUAL CAREER PROFESSIONAL QUALITIES: (Narrative)

CONTRIBUTIONS TO CAREER FIELD PROFESSIONALISM:
(Narrative)

CONTRIBUTIONS TO THE CONTRACTING PROFESSION:
(Narrative)

10. NOMINATING OFFICIAL:

11. PROPOSED CITATION:



DEPARTMENT OF THE ARMY

U.S. ARMY MEDICAL COMMAND
HEALTH CARE ACQUISITION ACTIVITY
2107 17TH STREET, SUITE 69
FORT SAM HOUSTON, TEXAS 78234-5069

REPLY TO
ATTENTION OF

MCAA-PARC (715)

22 June 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Awards

1. The enclosed memorandum, HQDA, SARD-ZAC, 28 May 98, subject: Army Acquisition Awards, provides information on awards available to military and civilian members of the acquisition workforce.
2. We were in the process of sending out our policy memorandum that incorporated SARDA's Excellence in Contracting Award Policy and other DA awards available in the Small and Disadvantaged Business Utilization area. We now plan on reviewing the additional matrix of awards and consolidating our guidance and procedures for evaluating and submitting future nominations under one policy memorandum by 1 Oct 98.
3. Our point of contact is Ms. Sylvia Kuzniar, Office of the Principal Assistant Responsible for Contracting, U.S. Army Medical Command Health Care Acquisition Activity, DSN 471-3445 or Commercial (210) 221-3445.

Encl

15/
LINDA H. SMITH
Principal Assistant Responsible
for Contracting

DISTRIBUTION:

CHIEF, MEDCOM CONTRACTING CENTER
CHIEF, GREAT PLAINS REGIONAL CONTRACTING OFFICE
CHIEF, PACIFIC REGIONAL CONTRACTING OFFICE
CHIEF, SOUTHEAST REGIONAL CONTRACTING OFFICE
CHIEF, WESTERN REGIONAL CONTRACTING OFFICE
DIRECTOR OF CONTRACTING, WALTER REED ARMY MEDICAL CENTER

CF:
COMMANDER, HCAA

Encl 2



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

REPLY TO
ATTENTION OF

28 MAY 1998

SARD-ZAC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Acquisition Awards

I am exceptionally proud of the consistently high level of performance of the Army Acquisition Workforce. I believe that many groups and individuals have made exceptionally worthy contributions deserving of recognition. Rewarding these contributions serves as an excellent way to share new ideas and methods in acquisition, and to publicize the great work that members of the acquisition workforce do every day.

I strongly encourage the use of the many awards available to incentivize a continued high level of performance, and to work toward improving acquisition practices. Enclosure 1 is a matrix that summarizes many awards available to both civilian and military members of the acquisition workforce in various career fields and where to obtain additional information. The initial section shows awards that fall into the general acquisition category. Thereafter are awards related to specific career fields. You are encouraged to use this matrix to seek appropriate awards for program accomplishments and personal achievements. This matrix will be updated as necessary, and will be posted on the Army Acquisition Corps homepage at <http://dacm.sarda.army.mil>. We encourage your input to keep the matrix current.

The Acquisition Career Management Office (ACMO) will serve as the single point of contact for receiving, evaluating, and coordinating submissions for the following awards:

- a. Defense Certificate of Recognition for Acquisition Innovation - (Defense Acquisition Executive approval)
- b. Defense Acquisition Executive Certificate of Achievement -(Defense Acquisition Executive approval)



c. David Packard Excellence in Acquisition Award - Army Acquisition Executive or designee approval for choice of Army submissions, (Defense Acquisition Executive, final approval)

d. Secretary of the Army Project/Product Manager of the Year Award - (Army Acquisition Executive Approval)

e. Secretary of the Army Acquisition Commander of the Year Award - (Army Acquisition Executive Approval)

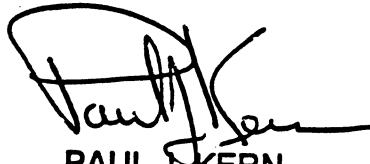
f. Secretary of the Army Award for Outstanding Achievement in Materiel Acquisition (Secretary of the Army Approval)

g. The George Williams Award - (Army Acquisition Executive Approval) (Presented upon Retirement)

Army implementing guidance for these seven awards is at enclosure 2. This guidance augments The Under Secretary of Defense (Acquisition and Technology) policy, which governs the first three awards mentioned. That policy can be found on the Internet at <http://emissary.acq.osd.mil/cert.html>. The implementing guidance also augments a memorandum specifying the policy and history of the Project/Product Manager of the Year award, which can be found at <http://dacm.sarda.army.mil>. The Outstanding Achievement in Materiel Acquisition Award is governed by AR-672-20, Incentive Awards, available at <http://www.sarda.army.mil/frame3.htm>. The George Williams award was recently established by the Army Acquisition Executive.

When submitting nominations for these and other awards, emphasis should be placed on the values that the Army Acquisition Corps deems important in addition to the established criteria. These values include, but are not limited to, achieving cost/schedule/performance parameters, acquisition reform, digitization of the workforce, paperless contracting, addressing cost drivers, building toward Army XXI and Army After Next, simulation based acquisition, and ownership cost reductions. Opportunities

for submitting nominations for the six awards mentioned above will be publicized via the Army Acquisition Corps homepage, as will specific guidance on the process for submissions. The point of contact for this effort is Mr. Al Kinkella, (703) 604-7115, DSN 664-7115, email kinkelaj@sarda.army.mil.



PAUL J. KERN
Lieutenant General, GS
Director
Army Acquisition Corps

Enclosures

**DISTRIBUTION:
COMMANDERS**

U.S. ARMY MATERIEL COMMAND
U.S. ARMY INFORMATION SYSTEMS COMMAND
U.S. ARMY MEDICAL RESEARCH AND DEVELOPMENT
COMMAND
U.S. ARMY MILITARY TRAFFIC MANAGEMENT COMMAND
U.S. ARMY OPERATIONAL TEST AND EVALUATION
COMMAND
U.S. ARMY SPACE AND STRATEGIC DEFENSE COMMAND

PROGRAM EXECUTIVE OFFICERS

AIR AND MISSILE DEFENSE
AVIATION
COMMAND, CONTROL AND COMMUNICATIONS SYSTEMS
CRUISE MISSILES AND UNMANNED AERIAL VEHICLES
GROUND COMBAT AND SUPPORT SYSTEMS
INTELLIGENCE, ELECTRONIC WARFARE AND SENSORS
STANDARD ARMY MANAGEMENT INFORMATION SYSTEMS
TACTICAL MISSILES

ALL PROGRAM/PROJECT/PRODUCT MANAGERS

DISTRIBUTION: (CONT)

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING:

- U.S. ARMY MATERIEL COMMAND
- U.S. ARMY AVIATION AND TROOP COMMAND
- U.S. ARMY CHEMICAL AND BIOLOGICAL DEFENSE COMMAND
- U.S. ARMY COMMUNICATIONS-ELECTRONICS COMMAND
- U.S. ARMY CONTRACTING COMMAND, EUROPE
- U.S. ARMY CONTRACTING COMMAND, KOREA
- U.S. ARMY CORPS OF ENGINEERS
- U.S. ARMY FORCES COMMAND
- U.S. ARMY INDUSTRIAL OPERATIONS COMMAND
- U.S. ARMY INFORMATION SYSTEMS COMMAND
- U.S. ARMY INFORMATION SYSTEMS SELECTION AND ACQUISITION AGENCY
- U.S. ARMY INTELLIGENCE AND SECURITY COMMAND
- U.S. ARMY MEDICAL COMMAND
- U.S. ARMY MEDICAL RESEARCH AND MATERIEL COMMAND
- U.S. ARMY MILITARY DISTRICT OF WASHINGTON
- U.S. ARMY MILITARY TRAFFIC MANAGEMENT COMMAND
- U.S. ARMY MISSILE COMMAND
- U.S. ARMY PACIFIC
- U.S. ARMY SOUTH

DEPUTIES FOR SYSTEMS ACQUISITION

- AMCOM
- CECOM
- TACOM

- U.S. ARMY SPACE AND STRATEGIC DEFENSE COMMAND
- U.S. ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND
- U.S. ARMY TEST AND EVALUATION COMMAND
- U.S. ARMY TRAINING AND DOCTRINE COMMAND
- ARMY RESEARCH LABORATORY
- DEFENSE SUPPLY SERVICE-WASHINGTON
- NATIONAL GUARD BUREAU
- THIRD U.S. ARMY/U.S. ARMY FORCES CENTRAL COMMAND
- DEPUTY UNDER SECRETARY OF THE ARMY (OPERATIONS RESEARCH)

DISTRIBUTION: (CONT)

**ACQUISITION EXECUTIVE, U.S. ARMY SPECIAL OPERATIONS
COMMAND**

**DIRECTOR, INFORMATION SYSTEMS FOR COMMAND, CONTROL,
COMMUNICATIONS AND COMPUTERS**

DIRECTOR, DEFENSE INFORMATION SYSTEMS AGENCY

JOINT PROGRAM MANAGER, BIOLOGICAL DEFENSE

PROGRAM MANAGER, CHEMICAL DEMILITARIZATION

**PROGRAM MANAGER, RESERVE COMPONENT AUTOMATION
SYSTEM**

PROGRAM MANAGER, JOINT SIMULATION SYSTEMS

PROJECT MANAGER, DEFENSE TRAVEL SYSTEMS

DIRECTOR, ARMY DIGITIZATION OFFICE

DIRECTOR, ARMY ACQUISITION EXECUTIVE SUPPORT AGENCY

**HQDA (SARD-ZR, SARD-ZP, SARD-ZS, SARD-ZD, SARD-ZT, SARD-ZCS,
SARD-ZCA, SARD-MS, DALO-ZA, SAFM-ZA)**

CF:

**ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE
AFFAIRS)**

ACQUISITION CAREER MANAGEMENT ADVOCATES

FUNCTIONAL CHIEF REPRESENTATIVES

CIVILIAN PERSONNEL OFFICES

CIVILIAN PERSONNEL OPERATING CENTERS

CIVILIAN PERSONNEL ADVISORY CENTERS

ARMY CENTER FOR CIVILIAN HUMAN RESOURCES MANAGEMENT

U.S. TOTAL ARMY PERSONNEL COMMAND

TAB 1

General Acquisition			
<u>AWARD</u>	<u>RECIPIENT</u>	<u>APPROVAL</u>	<u>FOR MORE INFO</u>
Defense Certificate of Recognition for Acquisition Innovation	Civilian/Military Acquisition Personnel	DAE	Acquisition Career Management Office
Defense Acquisition Executive Certificate of Achievement	Civilian/Military Acquisition Personnel	DAE	Acquisition Career Management Office
David Packard Excellence in Acquisition Award	Civilian/Military Acquisition Personnel Teams	DAE	Acquisition Career Management Office
Presidential Award for Distinguished Federal Service	Federal Employees	Pres. Board	Personnel & Employment Service-Washington
Department of Defense Distinguished Civilian Service Award	All DoD Employees	SECDEF	AR-672-20
Secretary of Defense Meritorious Civilian Service Award	All DoD Employees	SECDEF	AR-672-20
Decoration for Exceptional Civilian Service	DoD Civilian	Secretary of the Army	AR-672-20
Meritorious Civilian Service Award	DoD Civilian	MACOM Commanders	AR-672-20
Superior Civilian Service Award	DoD Civilian	Commanders MG & above & Civilian Equivalent	AR-672-20
Decoration for Exceptional Civilian Service	Army Civilian	Secretary of the Army	AR-672-20
Meritorious Civilian Service Award	Army Civilian	MACOM Commanders	AR-672-20

General Acquisition (cont.)

<u>AWARD</u>	<u>RECIPIENT</u>	<u>APPROVAL</u>	<u>FOR MORE INFO</u>
Superior Civilian Service Award	Army Civilian	Commanders MG & above & Civilian Equivalent	AR-672-20
Herbert Hans H. Driessnack Distinguished Service Award(non govt, Perf Mgmt Assoc)	Civ/Mil/Industry	PMA	AR-672-20
Special Acts Award	All Appropriated Fund Civilians	Supv	AR-672-20
On the Spot Cash Awards	All Appropriated Fund Civilians	Supv	AR-672-20
Time off Awards	All Appropriated Fund Civilians	Supv & Higher	AR-672-20
Sustained Superior Performance	All Appropriated Fund Civilians	Supv	AR-672-20
Quality Step Increase	All Appropriated Fund Civilians Except SES	Supv	AR-672-20
Presidential Rank Award of Distinguished Executive	SES	Pres. Board	Personnel & Employment Service-Washington
Presidential Rank Award of Meritorious Executive	SES	Pres. Board	Personnel & Employment Service-Washington
Defense Distinguished Service Medal	Military	ASA RDA	* ASA RDA
The George Williams Award	Civilian	AAE	Acquisition Career Management Office

General Acquisition (cont.)

<u>AWARD</u>	<u>RECIPIENT</u>	<u>APPROVAL</u>	<u>FOR MORE INFO</u>
Defense Superior Service Medal	Military	ASA RDA	AR 600-8-22
Defense Meritorious Service Medal	Military	ASA RDA	AR 600-8-22
Joint Service Commendation Medal	Military	ASA RDA	AR 600-8-22
Joint Service Achievement Medal	Military	ASA RDA	AR 600-8-22
Distinguished Service Medal	Military	DA Chief of Staff	AR 600-8-22
Legion of Merit	Military	Commanders LTG & above	AR 600-8-22
Meritorious Service Medal	Military	Commanders MG & above	AR 600-8-22
Commendation Medal	Military	Commanders COL & above	AR 600-8-22
Achievement Medal	Military	Commanders LTC & above	AR 600-8-22
Director's Certificate	Army Civilian or Military	MILDEP ASA RD&A	MILDEP * ASA RD&A
Department of the Army Research and Development Achievement Award	Individuals/Teams	ASA RDA	* ASA RDA
Army Research Development Organization of the Year	R&D Organizations	ASA RDA	* ASA RDA

General Acquisition (cont.)

<u>AWARD</u>	<u>RECIPIENT</u>	<u>APPROVAL</u>	<u>FOR MORE INFO</u>
Army R&D Organization Award for Excellence (2 each big and small)	R&D Organization	ASA RDA	* ASA RDA
Army R&D Organization Special Award (2 each big and small)	R&D Organization	ASA RDA	* ASA RDA
GSA Trail Boss Award	Senior Federal Officials	GSA	GSA
Presidential Award for Quality	Army Organization	OPM	OPM
Hammer Awards	Senior Federal Officials	NPR	MACOM/HQ
Secretary of Defense Productivity Excellence Award	Civilian/Military	AIEP	AIEP
Army Ideas for Excellence Program	Civilian/Military	AIEP	AIEP
Daedalian Weapons System Award	Civilian/Military	Daedalian Society	http://www.daedalian.org/html/intro.htm
Outstanding Admin. Supporter Of the Year Award	Civilian/Military Female	Federally Employeed Women (FEW) Panel	ARL
Della Whitaker Award	Civilian/Military Female	FEW	ARL
ARL Bronze Coin Award	Civilian/Military	ARL Command Group Members	ARL
ARL Customer Service Award	Civilian/Military	ARL Fellow Employees	ARL

General Acquisition (cont.)

<u>AWARD</u>	<u>RECIPIENT</u>	<u>APPROVAL</u>	<u>FOR MORE INFO</u>
Commanders Award for Civilian Service	Civilian	COL and above	(equiv to Army Cmd medal)
Achievement Medal for Civilian Service	Civilian	LTC and above	(equiv to Army Cmd medal)
Civilian Award for Human Services	Civilian	Cdr at MACOM and above	AR 672-20
Certificate of Achievement	Civilian	Local Cdr	AR 672-20
Commendation Certificate	Civilian	Local Cdr	AR 672-20
Certificate of Appreciation	Civilian	Local Cdr	AR 672-20
Sec Army Outstanding Achievement in MA	Military/Civilian	Local Cdr/Director	AR 672-20
Lab Director of the Year Award	Military/Civilian	Fed Lab Consortium (FLC) National Advisory Group	Fed Lab Consortium (FLC) National Advisory Group
Senior Executive Association (SEA) Award	Civilian	SEA	Human Resources Office
Women of Color Technology Award	Civilian	Endorser Cdr/Supervisor	Human Resources Office
Commander's Award for Public Service	Civilian	Local Cdr/Director	AR 672-20
Presidential Rank Award	Civilian	Local Cdr/Director	Human Resources Office
SES Bonuses	Civilian	Local Cdr/Director	Human Resources Office
ARL Employees of the Month Award	Civilian	Panel/ARL CoS	Human Resources Office
Director's Certificate	Army Civilian or Military	MILDEP ASA RD&A	MILDEP * ASA RD&A

General Acquisition (cont.)

<u>AWARD</u>	<u>RECIPIENT</u>	<u>APPROVAL</u>	<u>FOR MORE INFO</u>
Roger W. Jones Award for Executive Leadership(non govt, Amer. University)	SES	Amer.U	Amer. U
Federal Executive Institute Alumni Association Executive of the Year Award(non govt)	SES	FEI	FEI
Executive Achievement Awards(non govt)	SES	SEA	SEA
Secretary of the Army Acquisition Commander of the Year Award	Military Acquisition Commander	SAR	SARDA/ACMO

* ASA RDA - refer to ACMO (Acquisition Career Management Office)

Contracting Awards

<u>AWARD</u>	<u>RECIPIENT</u>	<u>APPROVAL</u>	<u>FOR MORE INFO</u>
National Contract Management Association Blanch Witte Memorial Award(non govt)	Grade 0-4/GS-13 or Below	NCMA	NCMA
Herbert Roback Memorial Award(non govt, Nat. Contract Mgmt Assoc)	SES	NCMA	NCMA
Defense Acquisition Executive (DAE) Certificate of Achievement	Civilian/Military Teams/Individuals	DAE	Director, API
Secretary of the Army Awards for Excellence in Contracting	Units or Teams Contracting Officer (10 ea)	Sec of Army	DASA (P)
Secretary of the Army Professionalism in Contracting Award (2 awards)	Civilian/Military	Sec of Army	DASA(P)
Frank S. Besson Memorial Award	Civilian/Military/Journeyman & Intern	AMC Principal Deputy for Acquisition	AMCRDA-AC
HCA Contracting Professional of the Year Awards	USCC-E Civilian/Military	CDR USACCE/PARC	USACCE
HCA Military Contracting Professional of the Year Award	USCC-E Civilian/Military	CDR USACCE/PARC	USACCE
HCA Outstanding Achievement in Competition Award	USCC-E Civilian/Military	CDR USACCE/PARC	USACCE
HCA Outstanding Contracting Officer's Representative (COR) Award	USCC-E Civilian/Military	CDR USACCE/PARC	USACCE
HCA Special Recognition for Contracting Award	USCC-E Civilian/Military	CDR USACCE/PARC	USACCE

Contracting Awards (cont.)

<u>AWARD</u>	<u>RECIPIENT</u>	<u>APPROVAL</u>	<u>FOR MORE INFO</u>
HCA Acquisition Management Staff Officer (AMSO) of the Year Award	USCC-E Civilian/Military	CDR USACCE/PARC	USACCE
HCA Fund (NAF) Contracting Professional of the Year Award	USCC-E Civilian/Military	CDR USACCE/PARC	USACCE
HCA Customer Recognition Award	USCC-E Civilian/Military	CDR USACCE/PARC	USACCE
The HCA Best Contracting Office Award	USCC-E Civilian/Military	CDR USACCE/PARC	USACCE
US Army AAC Student Award	Army NPS Students	NPGS	NPGS
FORSCOM Installation Contracting Excellence Award	FORSCOM Contracting Office	HCA, Commander, FORSCOM	FORSCOM
Individual or Team Contracting Excellence Award	FORSCOM Personnel Civilian/Military	Principle Asst. responsible for contracting, FORSCOM	FORSCOM
Service Excellence Award	ATLCC Civilian/Military	Chief, Army Atlanta Contracting Center	DOC
Customer Service Award	Ft. Bragg Personnel Civilian/Military	Director, Fort Bragg Directorate of Contracting	DOC
Ft. Campbell Customer Service Excellence Award	Ft. Campbell Civilian/Military	Director, Ft. Campbell Directorate of Contracting	DOC
Ft. Campbell Good Ideas Program Award	Ft. Campbell Civilian/Military	Director, Ft. Campbell Directorate of Contracting	DOC
Ft. Campbell Taking Initiative Award	Ft. Campbell Civ/Mil	Director, Ft. Campbell DOC	DOC

Contracting Awards (cont.)

<u>AWARD</u>	<u>RECIPIENT</u>	<u>APPROVAL</u>	<u>FOR MORE INFO</u>
Ft. Campbell Teamwork Award	Ft. Campbell Civilian/Military	Director, Ft. Campbell Directorate of Contracting	DOC
Extra Mile Service Award	Ft. Campbell Civilian/Military	Director, Ft. Campbell Directorate of Contracting	DOC
Quality Counsel Award for Ideas	Ft. Campbell Civ/Mil	Installation Quality Counsel	DOC
Ft. Campbell Awards to Customer Program	Ft. Campbell Civilian/Military	Director, Ft. Campbell Directorate of Contracting	DOC
"Quality Counts" Award	Outstanding Contractors	Ft. Campbell Commanding General	DOC

Program Management Awards

<u>AWARD</u>	<u>RECIPIENT</u>	<u>APPROVAL</u>	<u>FOR MORE INFO</u>
Secretary of the Army Project/Product Manager of the Year Award	Civilian/Military Acquisition Personnel	SAR	SARDA/ACMO
Secretary of the Army Award for Outstanding Achievement in Materials Acquisition	Non & Appropriated Fund Civ & Mil	SAR	AR-672-20

Testing and Evaluation Awards			
AWARD	RECIPIENT	APPROVAL	FOR MORE INFO
<u>Government Awards</u>			
Tester of the Year (Military)	Military individual with best OT&E achievement in year	Commander, OPTEC	OPTEC Pers Ofc,
Tester of the Year (Civilian)	Government Civilian with best OT&E achievement in year	Commander, OPTEC	OPTEC Pers Ofc,
Tester of the Year (Contractor)	Supporting contractor individual with best OT&E achievement in year	Commander, OPTEC	OPTEC Pers Ofc,
<u>Professional Society Awards</u>			
Tester of the Year	Individual with best T&E achievement in year	NDIA	NDIA Office
Achievement Awards	Individual with best T&E achievement in year	ITEA	ITEA Exec Dir
Matthews Award	Individual with distinguishing career in T&E	ITEA	ITEA Exec Dir
Cross Award	Individual with best contribution to T&E education in year	ITEA	ITEA Exec Dir
Best Publication	Author or co-authors with best T&E publication in year	ITEA	ITEA Exec Dir
TSP/E-O Award (Incl. \$1,000)	Individual with best achievement in time space positioning instrumentation/electro-optics for T&E in year	ITEA	ITEA Exec Dir
U.S. Army Test and Evaluation Command Professional Award	ATE Civilian/Military	TECOM	TECOM

Business, Cost Estimating, and Financial Management Awards

<u>AWARD</u>	<u>RECIPIENT</u>	<u>APPROVAL</u>	<u>FOR MORE INFO</u>
ASA (FM&C) Civilian Award	Army Civilian	ASA (FM&C)	ASA (FM&C)
ASA (FM&C) Military Award	Military	ASA (FM&C)	ASA (FM&C)
Functional Chief Representative Special Award	Army Civilian	ASA (FM&C)	ASA (FM&C)
Civilian Career Functional Area Individual Awards*	Army Civilian	ASA (FM&C)	ASA (FM&C)
Military Functional and Occupational Individual Award*	Military	ASA (FM&C)	ASA (FM&C)
Outstanding Resource Mgmt Organizational Awards*	Resource Mgmt Office	ASA (FM&C)	ASA (FM&C)
Outstanding Resource Mgmt Team Awards*	Resource Mgmt Working Groups	ASA (FM&C)	ASA (FM&C)
Outstanding Intern Award	Comptroller Intern	ASA (FM&C)	ASA (FM&C)
Resource Mgmt Educator of the Year Award	Army Civilian Instructor	ASA (FM&C)	ASA (FM&C)
Resource Mgmt Author of the Year Award	Army Civilian & Military Authors	ASA (FM&C)	ASA (FM&C)

*(1-Major Command HQ or above and, 2-below Major Command HQ)

Logistics Awards

Integrated Logistics Support (ILS) Achievement of the Year Awards

<u>AWARD</u>	<u>RECIPIENT</u>	<u>APPROVAL</u>	<u>FOR MORE INFO</u>
ILS Exec/Process Improvement (Individual)	Army Civilian	DCSLOG	DCSLOG
ILS Exec/Process Improvement (Team)	Army Civilian	DCSLOG	DCSLOG
ILS Manager (Individual)	Army Civilian	DCSLOG	DCSLOG
ILS Manager (Team)	Army Civilian	DCSLOG	DCSLOG
Logistics Support Improvement For Material/Information Systems (Individual)	Army Civilian	DCSLOG	DCSLOG
Logistics Support Improvement For Material/Information Systems (Team)	Army Civilian	DCSLOG	DCSLOG

Information Technology Awards

<u>AWARD</u>	<u>RECIPIENT</u>	<u>APPROVAL</u>	<u>FOR MORE INFO</u>
General James M. Rockwell AFCEAN of the Year Award	Civilian/Military Member of AFCEA	AFCEA	AFCEA
Admiral Jon L. Boyes Medal for Distinguished Service to AFCEA	Civilian/Military Member of AFCEA	AFCEA	AFCEA
Benjamin H. Oliver Gold Medal for Engineering	Civilian/Military Member of AFCEA	AFCEA	AFCEA
AFCEA Leadership Award	Civilian/Military Member of AFCEA	AFCEA	AFCEA
Award for Distinguished Service to the Intelligence Community	Civilian/Military Member of AFCEA	AFCEA	AFCEA
Meal of Merit	Civilian/Military Member of AFCEA	AFCEA	AFCEA
Meritorious Service Award	Civilian/Military Member of AFCEA	AFCEA	AFCEA
The AFCEA Award for Excellence in Information Technology	Civilian/Military Member of AFCEA	AFCEA	AFCEA
Young AFCEAN of the Year Award	Civilian/Military Member of AFCEA	AFCEA	AFCEA
Alexander Graham Bell Medal	Civilian/Military	Lucent Technologies	Lucent Technologies
Richard W. Hamming Medal	Civilian/Military	Lucent Technologies	Lucent Technologies

Information Technology Awards (cont.)

<u>AWARD</u>	<u>RECIPIENT</u>	<u>APPROVAL</u>	<u>FOR MORE INFO</u>
John von Neumann Medal	Civilian/Military	IBM Corporation	IBM Corporation
Control Systems Award	Civilian/Military	IEEE	IEEE
Reynold B. Johnson Information Storage Award	Civilian/Military	IBM Corporation	IBM Corporation
Emanuel R. Piore Award	Civilian/Military	IBM Corporation	IBM Corporation
Computing Research Assoc. (CRA) Distinguished Service Award	Civilian/Military	CRA	CRA
Grace Murray Hopper Award	Civilian/Military	UNISYS Corporation	UNISYS Corporation

Engineer Awards

<u>AWARD</u>	<u>RECIPIENT</u>	<u>APPROVAL</u>	<u>FOR MORE INFO</u>
AMC Engineer of the Year	Civilian Engineer	Career Program 16 (CP16/FCR) Functional Chief Rep	AMCRDA-AM-ES
Federal Engineer of the Year	Civilian Professional Engineer	(CP16/FCR)	AMCRDA-AM-ES
Black Engineer of the Year	Civilian Engineer	(CP16/FCR)	AMCRDA-AM-ES
Woman in Science and Engineering	Civilian Woman Engineer	(CP16/FCR)	AMCRDA-AM-ES
Hispanic Engineer of the Year	Civilian Engineer	(CP16/FCR)	AMCRDA-AM-ES
Army R&D Organization of the Year Award	Army RDECs & Labs	SARDA	SARDA
Army R&D Achievement Award	Army Civilian or Military	SARDA	SARDA
Paul A. Siple Award	Army Civilian	ARO Director	ARO Director
Issai Lefkowitz Award	Army Research Office Scientist or Engineer	ARO Director	ARO Director
Invention/Patent Award	Civilian/Military	Supervisor	AR 672-20
Hispanic Engineer National Achievement Award	Civilian	EndorserCdr/Supervisor	Human Resources Office
Army R&D Achievement Award	Civilian/Military Scientist/Engineer	Deputy Chief of Staff for RD&A	AR 672-304
DA R&D Organization of the Year	Army R&D Labs and similar organizations	ASA R&D	AR 672-305

TAB 2

**Army Implementing Guidance for
Under Secretary of Defense (Acquisition and Technology) Award Policy
"Recognition and Awards for Acquisition Personnel"**

Applicability: This guidance applies to Army nominations for six awards mentioned in the USD(A&T) policy: (1) Defense Certificate of Recognition for Acquisition Innovation, (2) Defense Acquisition Executive (DAE) Certificate of Achievement, (3) David Packard Excellence in Acquisition Award, (4) Program/Project Manager of the Year Award (5) Acquisition Commander of the Year Award, (6) The Award for Outstanding Achievement in Materiel Acquisition, and establishes guidelines for the George Williams Award.

- **Purpose:** The guidance is intended to streamline the nomination process and to provide additional instructions for Army nominations for the six awards identified above.

Policy: Submissions for these awards should reflect and will be evaluated on values deemed important by the Army Acquisition Corps. Therefore, if not already listed in the established criteria for each award, the nominees should address the following applicable criteria: acquisition reform, digitization, paperless contracting, addressing cost drivers, building toward Army XXI and Army After Next, simulation based acquisition, ownership cost reductions and achieving cost/schedule performance parameters. These awards will be coordinated by the Acquisition Career Management Office (ACMO). Specific guidelines for each award are established below.

Specific Award Guidance:

1. **Defense Certificate of Recognition for Acquisition Innovation.** This award was developed to provide component acquisition executives a vehicle to reward outstanding, innovative acquisition practices which contribute to improving the acquisition and logistics support systems. Those wishing to submit nominations for this award should consult Tab 1 of the USD(A&T) acquisition award policy, and nominations should be in the format of Appendix A. Nominations will be accepted quarterly, from January 15-31, April 15-30, July 15-31, and October 15-31. These opportunities will be publicized via the Army Acquisition Corps homepage, at <http://dacm.sarda.army.mil>. The nominations should be submitted to the Acquisition Career Management Office, SARD-ZAC, Attn: Awards, 2511 Jefferson Davis Highway, 10th Floor, Arlington, VA 22201-3911. The evaluation of these nominations will be facilitated by the ACMO, and will be forwarded to the Army Acquisition Executive's (AAE) office for approval. If the AAE deems the award worthy of sending on for a Defense Acquisition Executive Certificate (See 2, below), the award will be forwarded on to the Defense Acquisition Executive's office for approval. Approved nominations will be

processed via the USD(A&T) point of contact, and certificates will be prepared and forwarded to the requesting official.

2. Defense Acquisition Executive (DAE) Certificate of Achievement. The DAE Certificate of Achievement is awarded by the Defense Acquisition Executive for exceptional contributions to improving life cycle costs and/or the Department's acquisition system through innovative acquisition management techniques. This award is for individuals, groups or teams. PEOs, IPT leaders and others who have recommendations for recognition through this award should consult Tab 2 of the USD(A&T) acquisition award policy, and nominations should be in the format of Appendix A. Nominations will be accepted quarterly, from January 15-31, April 15-30, July 15-31, and October 15-31. These opportunities will be publicized via the Army Acquisition Corps homepage, at <http://dacm.sarda.army.mil>. The nominations should be submitted to the Acquisition Career Management Office, SARD-ZAC, Attn: Awards, 2511 Jefferson Davis Highway, 10th Floor, Arlington, VA 22201-3911. The evaluation of these nominations will be facilitated by the ACMO, will be forwarded through the Army Acquisition Executive's office to the Defense Acquisition Executive for approval. Approved nominations will be processed via the OUSD(A&T) point of contact, and certificates will be prepared and forwarded to the requesting official.

3. David Packard Excellence in Acquisition Award. This prestigious award has been established to recognize organizations, groups or teams for exemplary innovation and best acquisition practices, which contribute to life cycle cost reduction and acquisition excellence. This award is given once a year. Opportunity to submit Army nominations for this award will be announced each year in late October via letter, and will also be posted on the AAC homepage, at <http://dacm.sarda.army.mil>. The Military Departments, the Defense Logistics Agency, and other components and OUSD(A&T) principals are limited in the number of nominations that can be forwarded for consideration. Consequently, the Army will hold an internal board each year to choose which nominations go forward. This internal board will be organized and facilitated by the ACMO. All Army nominations will be processed through the ACMO. Nominations will be due to the ACMO no later than December 1st each year, and will be boarded by the Army in early January. Generally, the final package is due to OSD(A&T) in early February. The format for the Packard Award nominations will be published in the nomination solicitation letter and on the AAC homepage at the time submission opportunities are announced. Army nominations which are forwarded to OSD(A&T), but are not selected as a Packard Award winner will be submitted by the ACMO for a DAE certificate.

4. Project/Product Manager of the Year Award. This award is governed by DA70-3 which is currently in draft. Specific guidelines for this award will be advertised at the time of the nomination process. The ACMO is the point of contact for this award.
5. Acquisition Commander of the Year Award. This award is governed by DA70-3 which is currently in draft. Specific guidelines for this award will be advertised at the time of the nomination process. The ACMO is the point of contact for this award.
6. Award for Outstanding Achievement in Materiel Acquisition. This award is governed by AR-672-20. Specific guidelines for this award will be advertised at the time of the nomination process. The ACMO is the point of contact for this award, which will be facilitated by the Acquisition Policy office, SARD-RP.
7. The George Williams Award. This award is an Army Acquisition Executive (AAE) award for excellence in acquisition management. It was established to recognize individuals for outstanding accomplishments and contributions throughout their Army careers toward the improvement of Army acquisition programs and the development of the acquisition workforce. The award is presented at the discretion of the AAE upon retirement.

APPENDIX A

ARMY NOMINATION FORMAT for DEFENSE CERTIFICATE OF RECOGNITION FOR ACQUISITION INNOVATION AND/OR DEFENSE ACQUISITION EXECUTIVE CERTIFICATE OF ACHIEVEMENT

On First Page, please include the following:

- 1. Requested Award:**
- 2. Nominee/s: Organization Name & Location; Nominated Individual/s Name, Title**
- 3. Point of Contact for Award: Name, Address, Phone Number, Email address**
- 4. Summary of Accomplishment: One paragraph summarizing overall accomplishment.**

On the next two pages, in type no smaller than 10pt, please describe how the accomplishment met the criteria: To increase the ability for reviewers to evaluate the nomination, clearly identify criteria met.

U.S. ARMY MEDICAL COMMAND
HEALTH CARE ACQUISITION ACTIVITY
ACQUISITION WORKFORCE QUARTERLY AWARDS PROGRAM

1. AWARD CATEGORIES.

a. Outstanding Employee Award - Nominations may be sent for any acquisition workforce employee who has performed services that have contributed to the efficient and effective accomplishment of the overall mission. Each office may have multiple nominations for employees in the following categories: Contract Specialist, Procurement Analyst, Purchasing Agent, Procurement Technician, Procurement Clerk, Secretary, Administrative Assistant, Budget Analyst, Computer Specialist, Computer Assistant.

b. Outstanding IMPAC Program Manager(s) - May be awarded to more than one employee if more than one is managing the IMPAC Program.

c. Outstanding Acquisition Reform Advocate(s) - Can include nominees, either individuals or teams, who have made significant accomplishments in any of the following areas: Commercial Contracting (may include significant cost savings in commercial pricing), Conversion of SOW to PBWS, Market Research documentation, Past Performance and Formal Source Selection.

d. Albert Einstein Award - May be given to an individual or team that has solved unique problems, developed new programs, proposed new ideas, or generally reinvented or improved the acquisition process.

2. ADMINISTRATIVE DETAILS.

a. Nominations for the above categories are due the last workday of each quarter.

b. Nomination Procedures: Nominations will be sent from each office to the PARC office.

c. Supporting documentation will include the following information.

(1) Nominating Office.

(2) Award Category.

Encl 3

(3) Name of Individual(s).

(4) Period.

(5) Rationale.